



CITY OF HOUSTON

Job Posting

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| 1 | Applications accepted from: ALL PERSONS INTERESTED |
| 2 | Job Classification GIS TECHNICIAN |
| 3 | Posting Number PN# 107058 |
| 4 | Department Public Works & Engineering Department |
| 5 | Division Public Utilities Division |
| 6 | Section Operations Support Branch |
| 7 | Reporting Location 611 Walker* |
| 8 | Workdays & Hours M - F, 8:00 a.m. - 5:00 p.m.* |
| | *Subject to change |
| 9 | <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs the data entry, update and maintenance functions for a GIS database using workstations, personal computers and GIS software. Works on core data while maintaining database standards and system security. Researches and evaluates source data using standard methods and documentation. Interprets and transfers data from source documents. Performs quality control for database maintenance. Reviews input and output. Ensures integrity of database changes. Locates and compiles graphic data and attributes from plans, profiles and other sources. Geocodes data files using GIS software. Analyzes output and researches and corrects source problems. Operates and maintains data input/output devices. May contact service personnel for simple maintenance and repair of equipment. |
| 10 | <u>WORKING CONDITIONS</u> The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces. |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in Geographic Information Science, Geography, Computer Science, Management of Information Systems or a closely related field. |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. Experience equivalent to or as a GIS Operator may be substituted for the degree requirement on a year-for-year basis. |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2). |
| 14 | <u>PREFERENCES</u> None |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation. |
| 16 | <u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test. |
| 17 | <u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: Salary Range - Pay Grade 12 \$ 789 - \$ 1,055 Biweekly \$20,514 - \$27,430 Annually |
| 18 | <u>OPENING DATE</u> October 12, 2005 |
| 19 | <u>CLOSING DATE</u> October 25, 2005 |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. |
| | An equal opportunity employer |